

POSITION DESCRIPTION

1. Agency PDCN 90058000

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show Positions Replaced)		3. Service <input type="checkbox"/> HQ <input checked="" type="checkbox"/> Field	4. Empl Office Location	5. Duty Station	6. OPM Cert #
		7. Fair Labor Standards Act Not Applicable	8. Financial Statements Required <input type="checkbox"/> Exec Pers Financial Disclosure <input type="checkbox"/> Employment & Financial Interests		9. Subject to IA Action <input type="checkbox"/> Yes <input type="checkbox"/> No
		10. Position Status <input type="checkbox"/> Competitive <input checked="" type="checkbox"/> Excepted (32 USC 709) <input type="checkbox"/> SES (Gen) <input type="checkbox"/> SES (CR)	11. Position is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	12. Sensitivity <input type="checkbox"/> Non-Sensitive <input type="checkbox"/> Noncritical Sens <input type="checkbox"/> Critical Sens <input type="checkbox"/> Special Sens	13. Competitive Level
		14. Agency Use OFF/WO/ENL			

15. Classified/Graded by
☐ a. US Office of Pers Mgt ☒ b. Dept, Agency or Establishment ☐ c. Second Level Review ☐ d. First Level Review

Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
Family Program Specialist	GS	0301	11	em	20 Feb 04

16. Organizational Title (If different from official title) Family Program Director	17. Name of Employee (optional)
18. Dept/Agency/Establishment - National Guard Bureau a. First Subdivision - State Adjutant General b. Second Subdivision - Joint Force Headquarters (State)	c. Third Subdivision - Manpower and Personnel Directorate d. Fourth Subdivision - Support Programs Division e. Fifth Subdivision -

19. Employee Review. This is an accurate description of the major duties and responsibilities of my position. Employee Signature /Date (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes related to appointment and payment of public funds. False or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor		b. Typed Name and Title of Higher-Level Supervisor/Manager (optional)	
Signature	Date	Signature	Date

21. Classification/Job Grading Certification: I certify this position has been classified/graded as required by Title 5 USC, in conformance with USOPM published standards or, if no published standards apply directly, consistently with the most applicable standards. Typed Name and Title of Official Taking Action ENEIDA MARTINEZ Human Resources Specialist (Classification) Signature _____ Date _____	22. Standards Used in Classifying/Grading Position US OPM PCS Miscellaneous Administrative and Program Series, GS-0301, Jan 79; US OPM Series Definition for the Social Science Series, GS 0101, dated Aug 1971; US OPM Administrative Analysis GEG, dated Aug 1990; Introduction to the Position Classification Standards, dated Aug 1991 Information For Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or OPM. Information on classification/job grading appeals is available from the personnel office.
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23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (Opt)										
b. Supervisor										
c. Classifier										

24. Remarks:
 Released from NGB-J1-TNC, CRA 04-1005, dated 20 Feb 04

25. Description of Major Duties and Responsibilities (SEE ATTACHED)

25.

a. INTRODUCTION:

This position is located in the Joint Force Headquarters (State), Manpower and Personnel Directorate (J-1), Support Programs Division. The purpose of the position is to plan, coordinate, implement, execute, and manage the Family Program for National Guard members and their families and provide commanders with staff assistance in solving problems affecting the military community and in improving the quality of life and well being of members of the National Guard throughout the state.

b. DUTIES AND RESPONSIBILITIES:

(1) Serves as the Joint Force Headquarters (State) staff advisor on family readiness, quality of life and other Family Program matters, which include identifying and recommending priorities. Manages and implements the family readiness and family assistance system to ensure that Family Program elements and support services are provided to military and family members.

(2) Provides staff assistance to local units in accomplishing the objectives of the program. Conducts staff assistance visits to ensure policies conforms to guidance and to assist and gather information for new initiatives and direction. Analyzes and evaluates the adequacy and effectiveness of program operations and develops new or modified programs and/or strategies to provide quality of life programs for the readiness and well being needs of National Guard and Reserve members and their families throughout the state. Provides technical interpretation, guidance, and assistance to commanders and/or units.

(3) Coordinates and facilitates communication between family members, mobilization elements, higher headquarters, inter-service agencies, other military services, local and national government and non government organizations. This may include, but is not limited to, family readiness, resource management, mobilization and deployment coordination, volunteer management, Guard Family Action Plan (GFAP) and Guard Family Team Building (GFTB), information, referral and follow-up, and youth programs.

(4) Prepares and disseminates information to military members and their families on family readiness to include, but not limited to, benefits, entitlements, pre-deployment, deployment and reunion issues, unit missions, and functions of the National Guard.

(5) Develops and implements marketing strategies to maintain program visibility and increase awareness at all levels. Ensures proper coordination and negotiation with civilian and federal agencies is accomplished.

(6) Plans and organizes all aspects of volunteer management to include recruiting, training, retaining and recognizing volunteers. Responsible for the organizing, marketing, implementing, and monitoring of the Guard Family Action Plan and Guard

Family Team Building including the tracking of volunteer hours and other data for trend analysis and recognition purposes.

(7) Conducts briefings, training seminars, conferences, and orientation workshops as appropriate for military and family members.

(8) Oversees all budget aspects for the Family Program. Forecasts, procures and executes Army appropriated/non-appropriated and Air Force appropriated funds for the Family Program, youth program, volunteer reimbursement, and contracting. Provides guidance on locally generated funds and corporate sponsorship. Ensures full utilization of funds and compliance with all regulatory guidelines.

(9) Manages and implements family readiness training and information, referral, and follow-up service for all phases of mobilization and deployment mission in response to family needs. Maximizes utilization of local community, state, regional, and national resources and networks to provide a safety net for families. Serves as the subject matter expert and advisor to the Family Assistance Center operation during periods of activation and deployment.

(10) May develop and coordinate an ongoing Guard family youth program that identifies and addresses issues and concerns of youth related to Guard life. The program may include life skills, citizenship, character and leadership development; the arts; sports, fitness, leisure, and recreation; health and safety awareness; education and career development; mentoring, intervention, and support services and other programs and activities that enhance Guard family youth readiness and well-being. Secures appropriate staffing and funding. Coordinates with youth related organizations and agencies throughout the local and national community.

(11) Serves as the TAG's representative on family issues at all levels. Provides consultation and advice for commanders and Guard leadership to ensure compliance with statutory and regulatory guidelines and to maximize program effectiveness.

(12) Performs other duties as assigned

c. FACTOR DISCUSSION:

Factor 1. Knowledge Required by the Position

--Knowledge of the family readiness program and its relationship to missions, functions, organization, major issues, work processes, goals objectives and programs in order to plan, develop, and implement programs designed to improve and maintain National Guard family readiness and quality of life.

--Knowledge of analytical and evaluative techniques and methods (and the ability to adapt as appropriate) to analyze reports, gather data, review suggestions, and evaluate the effectiveness and efficiency of the National Guard Family Program sufficient to

recognize and define social problems, to reach accurate conclusions, and to measure and improve human services program effectiveness and productivity, and make recommendations for program improvement.

--Knowledge of regulations, policies, and guidance affecting the use of resources and related support resources (money equipment, and people) to plan, coordinate, implement, and manage the Family Program in compliance with established requirements, standards, and objectives.

--Thorough knowledge of human services matters and programs benefiting families, and military and civilian employees, in addition to policies, practices, and procedures, including methods used to establish program objectives or performance goals and assess progress toward their achievements and the impact military and family members' quality of life.

--Ability to communicate effectively both orally and in writing to provide technical assistance, and guidance.

Factor 2. Supervisory Controls

Works under the general supervision of the Manpower and Personnel Director (J-1), who assigns area of responsibility and is available for consultation when controversies arise. Incumbent works independently in researching Family Program and quality of life matters, analyzing potential impact and developing alternative courses of action. Advises the supervisor of desirable courses of action in the application of established social science and behavioral knowledge and principles. Keeps the supervisor informed of major decisions and progress of the program. Exercises autonomy as the primary manager for Family Program and quality of life matters with the goal of maximizing retention and readiness in the state National Guard.

Factor 3. Guidelines

Guidelines consist of NGB standard reference materials, texts, instructions, manuals, technical information, and procedural guidelines, including family readiness and readiness policies, priorities guidance, supplemental guidance, and precedent studies. Incumbent is required to keep abreast of policies, priorities, provisions, and intent of new and emerging programs. Guidelines are not completely applicable or have gaps in specificity, requiring incumbent to use judgment and experience in interpreting available guidelines, and developing implementing guidance, plans, and procedures to meet National Guard unique program requirements and adapting them to specific situations or problems involving transition issues.

Factor 4. Complexity

The work involves responsibility for planning, coordinating, implementing, and managing the state National Guard Family Program. The incumbent analyzes and evaluates the

adequacy and effectiveness of program operations and develops new or modified programs and/or strategies to provide quality of life programs for the social welfare and cultural needs of soldiers and their families throughout the state. Difficulty is encountered in measuring effectiveness due to variations in the needs, interests, and awareness of program participants, and the visibility and priorities of the National Guard. The incumbent is required to exercise originality in developing guidance, plans, and procedures to meet unique program requirements.

Factor 5. Scope and Effect

The purpose of the work is to plan, develop, and implement the Family Program for National Guard and Reserve members and their families and provide commanders with staff assistance in solving problems affecting the military community and in improving the quality of life and well being of member of the National Guard throughout the state. The incumbent is expected to establish performance indicators and measure these against program goals and objectives. Incumbent develops guidance regarding the performance of the Family Program. Services provided affect the well being of military and family members.

Factor 6. Personal Contacts

Factor 7. Purpose of Contacts

--Personal contacts include officials at National Guard Bureau, the State Adjutant General, officials in educational institutions, state and local agencies, members of the business community, Joint Force Headquarters (State) commanders and staff, volunteers, contractors, community leaders, and counterparts in other military components, and officials from other DoD agencies.

--The purpose of contacts is to coordinate program plans, provide advice and assistance to commanders and recommend implementing policies and program improvements, negotiate and resolve program issues and promote program visibility.

Factor 8. Physical Demands

Work is primarily sedentary.

Factor 9. Work Environment

Work is performed in an office setting.

EVALUATION STATEMENT

A. Title, Series, and Grade: Family Program Specialist, GS-0301-11

B. References:

1. US OPM PCS Miscellaneous Administrative and Program Series, GS-0301, Jan 79
2. US OPM Series Definition for the Social Science Series, GS 0101, dated Aug 1971
3. US OPM Administrative Analysis GEG, dated Aug 1990
4. Introduction to the Position Classification Standards, dated Aug 1991

C. Background: Due to the joint force structure, the increase in missions, CONUS as well as OCONUS for National Guard units, the Family Program responsibilities have increased. The position description reflects increase in duties and responsibilities.

D. Pay Plan, Series, Title, and Grade Determination:

1. Pay Plan: This work requires knowledge or experience of an administrative nature, which involves the exercise of analytical ability, judgment, discretion, and personal responsibility, and application of a substantial body of knowledge of principles, concepts, and practices applicable to one or more fields of administration or management. Thus, position is subject to the General Schedule.

2. Series: The purpose of the position is to plan, develop, and implement the Family Program for National Guard and Reserve members and their families and assist in providing commanders with staff assistance in solving problems affecting the military community and in improving the quality of life and well being of member of the National Guard throughout the state. This work requires knowledge or experience of an administrative nature; therefore, position is subject to the General Schedule. There is no occupational series definition that entirely fits the duties and responsibilities of the position. The position requires the skill and ability to administer on a daily basis the family readiness and information program of a state and to oversee its implementation and operation in units. The Social Science Series, GS-0101 was considered. It includes positions, which advise on, administer, supervise, or perform research or other professional scientific work on one or any combination of social sciences when such work is not classifiable in other series of this occupational group. The position does not meet this definition because the duties rarely if ever would be involved in research or other professional and scientific work on one or any combination of social sciences. Thus, the position is excluded from placement in a professional series. Since the primary function of the position is to plan, develop, and direct the Family Program, the

GS-0301, Miscellaneous Administration and Program Series, is more comparable to this position. This series covers duties, which are to perform, supervise, or manage two-grade interval administrative or program work for which no other series is appropriate. The work requires analytical ability, judgment, discretion, and knowledge of a substantial body of administrative or program principles, concepts, policies, and objectives. Therefore, GS-0301 series is considered the most appropriate for this position.

3. Title: There is no title specified for positions in the GS-0301 series. The work in this position is recognized as the Director of the Family Program. However, since this position reports the Manpower and Personnel *Director* (J-1), it would not be appropriate to supplement the official title with the word "Director". Therefore, in accordance with titling practice found in the Introduction to the Position Classification Standards, the constructed title for this position is Family Program Specialist.

4. Grade: There is no specific grade level standard for GS-0301 series. Because of the administrative skills and ability required, the Administrative Analysis Grade Evaluation Guide (GEG) is used to evaluate the work. As shown in the attached Factor Evaluation System (FES), position evaluation statement, the grade is GS-0301-11.

E. Conclusion: Family Program Specialist, GS-0301-11

CLASSIFIER: Eneida Martinez, NGB-J1-TNC

Date: 20 Feb 04

FACTOR EVALUATION SYSTEM
POSITION EVALUATION STATEMENT

FACTOR	LEVEL	POINTS	REMARKS
1. KNOWLEDGE REQUIRED BY THE POSITION	1-7	1250	See Analysis Below
2. SUPERVISORY CONTROLS	2-4	450	See Analysis Below
3. GUIDELINES	3-3	275	See Analysis Below
4. COMPLEXITY	4-4	225	See Analysis Below
5. SCOPE AND EFFECT	5-3	150	See Analysis Below
6. PERSONAL CONTACTS & 7. PURPOSE OF CONTACTS	3c	180	See Analysis Below
8. PHYSICAL DEMANDS	8-1	5	See Analysis Below
9. WORK ENVIRONMENT	9-1	5	See Analysis Below
TOTAL POINTS ASSIGNED: 2540			GRADE: GS-11

NARRATIVE ANALYSIS OF CHART

Factor 1. Knowledge Required by the Position

FL 1-7 1250 Points

Level 1-7 is credited based on the knowledge of analytical and evaluative techniques and methods (and the ability to adapt as appropriate) to analyze reports, gather data, review suggestions, and evaluate the effectiveness and efficiency of the National Guard Family Program and make recommendations for program improvement required for the position. This position requires knowledge of the family readiness program and its relationship to command mission, functions, organization, major issues, work processes, goals objectives and programs in order to plan, develop, and implement programs designed to improve and maintain National Guard family readiness and quality of life. Such work meets level 1-7 where knowledge of the program goals and objectives, work processes and administrative operation of the organization is required and is used to plan, schedule, and conduct projects and studies to evaluate and recommend ways to improve effectiveness and efficiency of work operations in a program or support setting.

Level 1-8 is not met. At this level, the guide describes an expert analyst who applies a comprehensive knowledge of the range of administrative laws, policies, regulations and precedents applicable to the administration of one or more important public programs. Typically, this is at the agency (NGB) level.

Factor 2. Supervisory Controls

FL 2-4 450 Points

In Level 2-4, within a framework of priorities, funding and overall project objectives (e.g. cost reduction, improved effectiveness and efficiency, better workload distribution, or implementation of new work methods) the employee and supervisor develop a mutually acceptable project plan, which typically includes identification of the work to be done, the scope of the project and deadlines for its completion. This level is credited in that the incumbent and the supervisor jointly establish scope, time frames, and deadlines associated with the overall Family Program. The incumbent independently plans, organizes, and directing the work of the Family Program to achieve center goals and objectives, meet customer needs and ensure compliance with legal and regulatory requirements.

Level 2-5 is not met in that at this level the incumbent is not recognized as the authority in the analysis and evaluation of the NGB program.

Factor 3. Guidelines

FL 3-3 275 Points

At Level 3-3, guidelines consist of standard reference material, texts, and manuals covering the application of analytical methods and techniques (evaluative) covering the subjects involved. Analytical methods contained in the guidelines are not always directly applicable to specific work assignments. Judgment is used in choosing,

interpreting, or adapting available guidelines to specific issues or subjects studied. In this position, the guidelines used are often general in nature. Incumbent is required to keep abreast of policies, priorities, provisions, and intent of new and emerging programs. Guidelines are not completely applicable or have gaps in specificity, requiring incumbent to use judgment and experience in interpreting and adapting them to specific situations or problems involving transition issues. Level 3-3 is credited.

Level 3-4 is not met in that the guidelines at this level provide a basic outline of the results desired, but do not go into detail as to the methods used to accomplish the project. In addition, they require considerable adaptation and/or interpretation for application to issues and problems studies,

Factor 4. Complexity

FL 4-4 225 Points

This position fully meets Level 4-4 where the work involves gathering information, identifying and analyzing issues, and developing recommendations to resolve substantive problems of effectiveness and efficiency of work operations in a program or program support setting. Serves as the Joint Force Headquarters (State) staff advisor on family readiness, quality of life and other Family Program matters, which include identifying and recommending priorities. Subjects and projects assigned at this level usually consist of issues, problems or concepts that are not always susceptible to direct observation and analysis. Difficulty is encountered due to variations in the nature of administrative processes studied. Information is often missing or difficult to document. In this position, duties entail analyzing established processes, evaluating success, and identifying areas for improvement of productivity, efficiency and effectiveness.

At Level 4-5, typical assignments require developing detailed plans, goals, and objective for the long-range implementation and administration of the program. The program manager at headquarters level is credited for analyzing the Family Program to ensure it responds to current and upcoming policy.

Factor 5. Scope and Effect

FL 5-3 150 Points

At Level 5-3, the purpose of the work is to plan and carry out projects to improve the efficiency and productivity of organizations and employees in administrative support activities. Employees at this level identify, analyze, and make recommendations to resolve conventional problems and situations. Completed reports and recommendations influence decisions by managers concerning the internal administrative operations of the organizations and activities studied. The purpose of the incumbent's work is to plan, develop, and implement the Family Program for National Guard and Reserve members and their families and assists in providing commanders with staff assistance in solving problems affecting the military community and in improving the quality of life and well being of member of the National Guard throughout the state. The work contributes to a variety of human resources areas that impede soldier and family members' quality of life. Level 5-3 is credited.

At Level 5-4, is not met. Although the duties involve similar duties to this level in terms of providing administrative support and resolving problems, such as planning, developing, and implementing the Family program and providing staff assistance in solving problems affecting the military community and family members, the responsibilities do not cross organizational lines or other components of other agencies.

Factor 6. Personal Contacts &
Factor 7. Purpose of Contacts

Matrix 3c 180 Points

Personal contacts are evaluated at Level 3. At this level, contacts include persons outside of the National Guard, which may include consultants, contractors, or business executive in a moderately unstructured setting. This level may also include contacts with the head of National Guard Bureau or program officials several managerial levels removed from the employee when such contacts occur on an ad-hoc basis. This is comparable to this position's contacts, which include officials at National Guard Bureau, the State Adjutant General, officials in educational institutions, state and local agencies, members of the business community, Joint Force Headquarters (State) National Guard commanders and staff, Guard and other military component family members, contractors, community leaders, and counterparts in other military components and officials from other DoD agencies. Level 4, which is not met, involves contacts with top congressional staff officials, state executive, or legislative leaders.

Purpose of Contacts: At Level c, contacts typically are for the purpose of influencing managers or other officials to accept and implement findings and recommendation on organizational improvement or program effectiveness. Resistance may be encountered due to such issues as organizational conflict, competing objectives, or resource problems. The purpose of contacts in this position is to justify, defend, or negotiate in representing the Family Program and services, obtaining or committing resources, and gaining compliance with established policies, regulations, and contracts. Level c is credited. Level d involves recommendation with major programs, dealing with substantial expenditures, etc.

Factor 8. Physical Demands

FL 8-1 5 Points

At Level 8-1, the work is primarily sedentary, although some slight physical effort may be required. Physical demands correspond with this level. Level 8-1 is credited.

Level 8-2 is not met in that long period of standing, bending, and stooping is not required.

Factor 9. Work Environment

FL 9-1 5 Points

Level 9-1 is credited. The work is typically performed in an adequately lighted and climate controlled office.

Level 9-2 is not met in that assignments do not regularly require visits to manufacturing storage or other industrial area, and involve moderate risks or discomforts.

FINAL CLASSIFICATION: Family Program Specialist, GS-0301-11

CLASSIFIER: Eneida Martinez, NGB-J1-TNC

Date: 20 Feb 04